

Residential Meeting Minutes

Date of Meeting: 4/7/22

Emergency Shelter Care and Bed Availability- Crystal Whitis:

Meetings will occur with ESCs and will conduct pilot test of bed tracking system in the Services Hub which has been created to show the current availability of beds. This provides quick information to DCS Field regarding access to beds based on age of kids and special accommodations. This bed tracking system is working well thus far and few problems have been reported.

Link below refers a study on Inpatient Bed Tracking across states:

<https://aspe.hhs.gov/reports/inpatient-bed-tracking-state-responses-need-inpatient-care-0>

Any staff worker at Provider agencies are able to update their bed availability data into a form that feeds into the DCS Service Hub. Ideally, every day ESC Providers should update their bed availability numbers, but Providers can decide the frequency of updates. In the future providers will be able to add/delete contact list on Services Hub without emailing Whitney Vowels or Crystal Whitis.

High Acuity Needs Assessment:

Meetings were held to discuss:

1. How to develop a plan for high acuity needs.
2. Discuss the complexity of populations needs.
3. How to ensure that youth are receiving the correct treatment fitted for their needs and youth are residing in the correct environment (foster care, residential etc.)

DCS staff will gather:

1. Number of kids with high acuity needs.
2. Type of behavioral needs.
3. Barriers to get a different placement and reasons why.

DCS Residential Licensing Specialists are conducting these assessments with each of their assigned agencies. Providers must submit youth who have discharge letter aged 30 days or older.

Urgent Discharge Notification Form:



Escalated Tx Needs
Process Providers 3-i

When an Urgent Discharge Notification is received (30 days for Residential, 5 days for ESC) the Escalated Treatment Needs Process will be initiated for these youth.

As of May 5, 2022 DCS will need all urgent discharge notices to be sent using the form at the link provided. There will be some upcoming Teams Meetings focused on this expectation and will provide the opportunity for questions and discussion.

Send questions to DCS Residential License Consultants, Crystal.Whitis@dcs.in.gov or ruth.sobieralski@dcs.in.gov

The form will trigger the Escalated Needs process and a group of staff respond within hours to create ideas of where to place the youth, intentionally and quickly.

Background Check Update – Don Travis:

House Bill 266 pertains to CCI, Group Home and LCPAs and allows these agencies to hire before the return of the out-of-state CPS checks and out-of-state local criminal history checks, provided ALL other checks are completed and clear. Additionally, these employees will only be allowed to start in training/orientation and will not be allowed to access youth or youth files until the out of state checks are cleared.

DCS is drafting an official Attestation Form to use with these employees. The Attestation form will be sent to Chris Daley for collaboration.

Please send questions to Donald.Travis@dcs.in.gov

Waiver/Variance Process – Rosemary Parke:



Guidance for requesting a waiver



Application for 17.05 Residential Waiver-Variance SF-Licensing Waiver an

Waiver and Variance talking points:

-Policy on the DCS website labeled as 17.05, covers the Residential Licensing Waiver-Variance Request Process.

-Link to the State Form 57073 application for Waiver-Variance is at the bottom of the policy.

-State Form 57073 is a fillable PDF

-General instructions to complete State Form 57073 are at the top of form.

-Once State Form 57073 is completed, the form should be sent to the Residential Licensing Specialist.

-The boxes in state form 57073 are not expandable, so it may be necessary to attach an additional Word document when submitting the request.

Important Points:

- Complete State Form 57073 entirely.
- Include the specific code that you are requested be waived.
- Include the name and DOB of the youth involved if it is a case-specific waiver being requested.
- Include as many details as possible to support why there is a need.
- Include when and/or how you will come back into compliance.
- For a waiver, include the time frame you will be out of compliance.
- If the license Administrator cannot sign the waiver request form, make sure the State Form 57073 is signed by another leadership staff with explanation for why the administrator is unable to sign.

Please submit your Waiver and Variance requests to Residential Licensing Consultants.

Cyber Insurance Amendment:

A few providers have not signed their Cyber Liability Insurance contract amendment. Please contact your Residential Licensing Specialists to ensure that your agency's Cyber Liability Insurance Amendment is signed/completed.

Next Meeting: 5/5/2022 at 2pm Eastern/1pm Central